Northwest Center for Public Health Practice

at the University of Washington School of Public Health and Community Medicine

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Specifications for Web Conferencing System

Contractual
Required:

- Maximum contract length of one year.

User Numbers and Access
Required:

- Minimum of 50 simultaneous users.
- User locations can be anywhere.
- 24/7 access with unlimited number of events during contract period.
- Ability to conduct multiple sessions simultaneously (within user number limits).

Desirable:

- 65-75 simultaneous users.
- Ability to add additional users for certain events at per user fee. Max number of users expected would be 150-200.

Technology Requirements
Required:

- Hosted system.
- System fully functional on Windows and Mac operating systems.
- System fully functional on Internet Explorer and Netscape browsers.
- No requirement for users to download software to participate in session.
- Low bandwidth requirement - good performance on 56 kps connections.
- Two-way audio connection via teleconferencing.
- Record and playback: synchronized recording of the audio and web portions of the presentation with resulting archived files playable with standard software (e.g. RealPlayer, QuickTime, Windows Media Player) or via a free media player provided by company.

Desirable:

- System that will work on additional operating systems and with additional web browsers.
- System that offers good performance on 28.8 kps connections.
- Ability to edit recorded session before playback.
- Digital audio recording.
- No pre-caching of presentation files required.
- Capability to provide audio by IP in future (we may switch to IP voice in the future, but currently too many of our users lack computer sound cards and/or adequate bandwidth).

System Features:
Required:

- Ability to share PowerPoint files, text docs, spreadsheet docs, gifs, jpgs.
- Ability to transfer control between multiple presenters (we plan to utilize 2-3 speakers from around our 6 state region during each presentation).
- Mechanism for users to give instant feedback to presenters.
- Integrated polling, quizzes, surveys.
- Ability to push users out to a web page.

Desirable:
- Ability to navigate web pages for all users.
- Annotation tool for online shared files and/or whiteboard.
- Ability to include multimedia objects, such as: Flash, streaming audio or video. (note: we are not very interested at this time in live desktop video).
- Ability to form breakout sessions.

Administrative Features
Required:
- Online registration system.
- Email confirmation of registration with login information.
- Administrative control of all functions by both the presenter and a facilitator.
- Participant's names listed on presenter's and facilitator's screens.
- Security functions, such as: ability to password protect sessions, lock sessions, screen participants.
- Tracking and Reporting features on user number, user information, etc…
- Ability to rapidly schedule sessions, e.g. within 24 hours.

Desirable:
- Ability to mute audio from attendees.
- Chat and instant messaging.
- Ability to publish presentation files to pdf format so users can download during presentation.

Support
Required:
- Ability to request technical assistance during the presentation.

Desirable:
- Training support for presenters.
- Training support for users.